The Focus Mastery Guide

Are your daily objectives are in line with your main goals and are you engaging in the tasks that will help you reach those goals? Effectiveness should be prioritized over efficiency in all your considerations about productivity

Set yourself measurable and focused goals – use the S.M.A.R.T.E.R approach to goal setting

Give each day a theme so that you can focus your time on the key objectives for that day and avoid the risk of multitasking and spreading yourself too thin – you must protect your time

Creating your game plan will help to motivate you into effectively managing your time. Set your intentions for the day and remember to always allocate time for you to take a break, grab a healthy snack or go for a run

10. Focus: Follow One Cause Until Successful!

Focus on one task at a time, and remember to take sufficient breaks whenever possible - you'll stand to accomplish more this way

Create and define your vision - make sure your vision is specific and clear. It is your starting point and the foundation you will be building on

Develop the right action plan for you. Remember – one size doesn't fit all. Setting realistic and relevant goals will produce a much clearer roadmap for you

Remember energy is very important when you're aiming for high productivity – don't forget to invest time in your spirit, body and mind

Tap into the power of leverage and delegation! Duplicating, automating, outsourcing are hugely beneficial for your productivity. Who said you can't buy time?